Georgia Tech
**Institute for Matter and Systems**

## IMS Hiring Procedures

IMS primarily hires three types of employees: staff, research faculty, and temporary employees. This document aims to lay out the hiring process and timeline while also clarifying responsibilities.

For all three position types, the average time to post the position is 1 week.

After the candidate of choice is identified, the average time to issue an offer letter is:

- Staff and Temps: 1 week
- Research Faculty: 6 – 8 weeks
- Add on additional time to the above is visa sponsorship is required.

### Roles

- Hiring manager: the manager for the new incoming employee.
- IMS HR: the departmental contact that will coordinate advertising the job, requesting the offer letter, and employee onboarding.
- Search committee: typically assembled by the hiring manager, the search committee helps to screen resumes, participate in interviews, and offer candidate feedback to the hiring manager to ensure a competitive and unbiased hiring process.
- Top candidate: The person we wish to hire.
- GTHR Talent Recruiter: the staff member at GTHR responsible for posting the job and issuing the offer letter.
- GT Faculty Affairs: the unit on campus that reviews and approves faculty hires (in IMS, applicable to Research Faculty only).

### Links and Documents

- Interviewing@Tech Training: https://administrativeservices.gatech.edu/interviewing_at_tech/
  - All Hiring Managers and Search Committee members should complete this training (just once, not for every posting.)
  - This site includes **a lot** of very helpful information: suggested questions, do-not-ask questions, legal guidelines, interview matrix, etc. This site is critical to a successful and fair job search.

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## Getting Started: Staff Hires

<u>Posting the Job and Finding Candidates</u>
1) **Hiring Manager** wants to hire a new employee. **Hiring Manager** completes IMS Staff Pre-Hire Checklist and sends completed document to **IMS HR.**
2) **IMS HR** confirms if there is an existing position number in the OneUSG system. If there is no position number, **IMS HR** requests a position number. If there is an existing number, **IMS HR** enters the job requisition.
3) **GTHR Talent Recruiter** approves the job requisition. Your job is posted. **IMS HR** will coordinate job advertising as requested on the IMS Staff Pre-Hire Checklist.
4) **GTHR Talent Recruiter** will review received resumes and screen out those that don't meet the minimum qualifications for the position. Others are sent through for review.
5) **IMS HR** provides **Hiring Manager** and **Search Committee** with copies of received applications.
6) **Hiring Manager** and **Search Committee** review applications and conduct interviews. If no top candidate emerges, **IMS HR** can repost the position. If there is a top candidate, **Hiring Manager** can inform **IMS HR** that they wish to issue an offer.
7) **Hiring Manager** informs **IMS HR** of desired salary for offer letter. **IMS HR** informs **GTHR Talent Recruiter** of desired offer. In parallel, **IMS HR** coordinates reference checks.
8) **GTHR Talent Recruiter** issues the offer letter. Hopefully, **top candidate** accepts.

<u>Once Offer is Accepted</u>
1) **IMS HR** communicates next steps to **top candidate.**
2) **Top candidate** will receive a background check from GT. Must clear check to move forward with employment.
3) After background check is cleared, **top candidate** will receive onboarding emails from Equifax.
4) **Top candidate** visits GTHR to complete I-9 Verification. Must be completed before work begins.
5) **IMS HR** coordinates start date and employee onboarding with **Hiring Manager**.

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**Getting Started: Research Faculty Hires**

Posting the Job and Finding Candidates
1) **Hiring Manager** wants to hire a new employee. **Hiring Manager** completes IMS Research Faculty Pre-Hire Checklist and sends completed document to **IMS HR.**
2) **IMS HR** confirms if there is an existing position number in the OneUSG system. If there is no position number, **IMS HR** requests a position number. If there is an existing number, **IMS HR** enters the job requisition.
3) **GT Faculty Affairs** and **GTHR Talent Recruiter** approves the job requisition. Your job is posted. **IMS HR** will coordinate job advertising as requested on the IMS Research Faculty Pre-Hire Checklist.
4) **GTHR Talent Recruiter** will review received resumes and screen out those that don't meet the minimum qualifications for the position. Others are sent through for review.
5) **IMS HR** provides **Hiring Manager** and **Search Committee** with copies of received applications.
6) **Hiring Manager** and **Search Committee** review applications and conduct interviews. If no top candidate emerges, **IMS HR** can repost the position. If there is a top candidate, **Hiring Manager** can inform **IMS HR** that they wish to issue an offer.

Issuing the Offer Letter (*For research faculty, this process will take more than a month.*)
1) **Hiring Manager** informs **IMS HR** of desired salary for offer letter.
2) **IMS HR** informs **Top Candidate** that they are candidate of choice, along with *tentative* offer amount. **IMS HR** informs **Top Candidate** of documents they must provide.
3) **Top Candidate** returns requested documents: transcripts, reference letters, CV.
4) **IMS HR** sends documents to **GT Faculty Affairs** for review. **GT Faculty Affairs** completes their review.
5) Upon **GT Faculty Affairs** approval, **IMS HR** circulates the offer letter for signature. **Top candidate** returns signed offer letter.
6) **IMS HR** sends signed offer letter to **GTHR Talent Recruiter** for further processing.
7) **Note:** if the candidate is a foreign national, there are additional steps and costs.

Once Offer is Accepted
6) **IMS HR** communicates next steps to **top candidate.**
7) **Top candidate** will receive a background check from GT. Must clear check to move forward with employment.
8) After background check is cleared, **top candidate** will receive onboarding emails from Equifax.
9) **Top candidate** visits GTHR to complete I-9 Verification. Must be completed before work begins.
10) **IMS HR** coordinates start date and employee onboarding with **Hiring Manager**.

**Getting Started: Temporary Employees (Tech Temps)**

<u>Posting the Job and Finding Candidates</u>
1) **Hiring Manager** wants to hire a temporary employee. **Hiring Manager** completes IMS Temp Pre-Hire Checklist and sends completed document to **IMS HR.**
2) **IMS HR** confirms if there is an existing position number in the OneUSG system. If there is no position number, **IMS HR** requests a position number. If there is an existing number, **IMS HR** enters the job requisition.
3) **GTHR Talent Recruiter** approves the job requisition. Your job is posted. **IMS HR** will coordinate job advertising as requested on the IMS Temp Pre-Hire Checklist.
4) **GTHR Talent Recruiter** will review received resumes and screen out those that don't meet the minimum qualifications for the position. Others are sent through for review.
5) **IMS HR** provides **Hiring Manager** with copies of received applications.
6) **Hiring Manager** reviews applications and conduct interviews. If no top candidate emerges, **IMS HR** can repost the position. If there is a top candidate, **Hiring Manager** can inform **IMS HR** that they wish to issue an offer.
7) **Hiring Manager** informs **IMS HR** of desired salary for offer letter. **IMS HR** informs **GTHR Talent Recruiter** of desired offer.
8) **GTHR Talent Recruiter** issues the offer letter. Hopefully, **top candidate** accepts.


<u>Once Offer is Accepted</u>
1) **IMS HR** communicates next steps to **top candidate.**
2) **Top candidate** will receive a background check from GT. Must clear check to move forward with employment.
3) After background check is cleared, **top candidate** will receive onboarding emails from Equifax.
4) **Top candidate** visits GTHR to complete I-9 Verification. Must be completed before work begins.
5) **IMS HR** coordinates start date and employee onboarding with **Hiring Manager**.